



**VIKAS
MANTRA
PUBLIC SCHOOL**
CBSE AFFILIATION NO : 1931307

CALENDAR 2024-2025

Name of the Student : _____

Grade: _____ Sec _____ House: _____

Date of Birth: _____ Admission Number: _____

Bus No./Own Transport: _____



From the Chairman's Desk

Dear Parents and Students,

A school in a wider perspective is often looked upon as an organized institution that plays a vital role in shaping a child's future. Parents and students enter into a school with dreams, goals and aspirations.

Thus, schooling has the greatest influence on an individual's life. It should enable the child to blossom into a well-balanced person, healthy in mind and spirit.

We believe in giving our students strong values along with a set of wings which may carry them far and wide. In other words, our students are equipped to face the challenges of the rapidly changing world. Childhood, youth and learning should be a joy and we strive for that. We treasure dynamism and deem that one should be well prepared to adapt to the global scenario and live on his learning accordingly.

A dedicated teaching staff works tirelessly to make sure that the teaching – learning practices meets the best global standards.

May God bless you all!

Dr V Shanmuga Prabu
Chairman





From the Principal's Desk

Dear children,

I take pleasure in welcoming you to the new academic session 2023-24 at VMPS. Each one of you is unique and talented in your own special way. School Education is meant to provide you not only knowledge but also the skills to manage it and lead a professionally successful, socially responsible and morally upright life that serves the purpose of your creation.

Dear children, may you have a great year ahead of learning in which you acquire knowledge, explore new, comprehend and imbibe, analyse and utilise it to your advantage. May this new session be filled with opportunities to enhance your talents, acquire new skills and become individuals of great character and value.

Preetha Abraham
Principal



Vision and Mission

OUR VISION

Our Vision is to develop knowledgeable, adaptable, responsible compassionate and caring young people with the much needed survival and employable skills to create a peaceful world through intercultural understanding and respect.

OUR MISSION

Our Mission is to educate young minds to be lifelong learners in this dynamic world. We aspire to develop outstanding world citizens who can contribute to the well-being of their society by playing an active role.



As learners we all strive to be:

Inquirers : We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others.

Knowledgeable : We develop and use conceptual understanding across a range of disciplines.

Thinkers : We use critical and creative thinking skills to analyse and take responsible action on complex problems.

Communicators : We express ourselves confidently and creatively in more than one language and in many ways.

Principled : We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.

Open-minded : We critically appreciate our own cultures and personal histories, as well as the values and traditions of others.

Caring : We show empathy, compassion and respect.

Risk-takers : We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies.

Balanced : We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others.

Reflective : We thoughtfully consider the world and our own ideas and experience.



BIO DATA OF THE PUPIL

(To be filled by the parent)

Name ► _____

Class ► _____ Section ► _____ Admn. No. ► _____

Blood group ► Date of Birth ► Age ► _____

Religion ► Community ► OC BC MBC SC ST OBC

Recent Photo

Identification Marks:

Parent Details :

PARTICULARS	FATHER	MOTHER
Name		
Occupation		
Organisation/Institution		
Designation		
Office Contact Number		
Personal Contact Number / Landline		
Special Interests		
E-mail		
Office Address		



Contact Details :

Residential Address	Address in case of emergency
Mobile No. :	Mobile No. :

Staying with parents Only Mother Only Father Guardian

Mode of transport ► School Bus Van Car Auto
 Two wheeler Cycle Others Private Van

If private, specify the Travel's Name _____

Contact Number Tel.No. ► ----- Mobile ► -----

Sibling Details :

Name of Brothers and Sisters studying in the school	Class and Section

The information given above is true to the best of our knowledge. We shall abide by all the rules and regulations of the school.

▼ Signature of the Father / Guardian ▼

▼ Signature of the Student ▼

▼ Signature of the Mother ▼

▼ Signature of the Class Teacher ▼

Note : To be duly filled and submitted on the re-opening day.



BIO DATA OF THE PUPIL

(To be filled by the parent)

Name ► _____	 Recent Photo
Class ► _____ Section ► _____ Admn. No. ► _____	
Blood group ► _____ Date of Birth ► _____ Age ► _____	
Religion ► _____ Community ► <input type="checkbox"/> OC <input type="checkbox"/> BC <input type="checkbox"/> MBC <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC	

Identification Marks:

Parent Details :

PARTICULARS	FATHER	MOTHER
Name		
Occupation		
Organisation/Institution		
Designation		
Office Contact Number		
Personal Contact Number / Landline		
Special interests		
E-mail		
Office Address		



Contact Details :

Residential Address	Address in case of emergency
Mobile No. :	Mobile No. :

Staying with parents Only Mother Only Father Guardian **Mode of transport** ► School Bus Van Car Auto Two wheeler Cycle Others Private Van

If private, specify the Travel's Name _____

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Sibling Details :

Name of Brothers and Sisters studying in the school	Class and Section

The information given above is true to the best of our knowledge. We shall abide by all the rules and regulations of the school.

▼ Signature of the Father / Guardian ▼

▼ Signature of the Student ▼

▼ Signature of the Mother ▼

▼ Signature of the Class Teacher ▼

Note : To be duly filled and submitted on the re-opening day.





Student's General Medical Details

(To be filled in by the parents in the beginning of the year)

Date of Covid Vaccination :

Dose 1 ►

Dose 2 ►

Booster ►

Allergic to any Food, adhesive tape, bee sting etc.,

Allergy	What happens	How severe	Medication taken at the time of allergy

Does your child suffer from : Asthma Yes No

Congenital Heart Disease Yes No

Convulsions Yes No

Any other :

Does the child have any problem during physical activity?

Medical history:

▼Signature of the Father / Guardian▼

▼Signature of the Student▼

▼Signature of the Mother▼



Student's Health Report

Name of the Student _____

Admission No : _____ Class: _____ Section: _____

PHYSICAL EXAMINATION		PHYSICIAN OBSERVATION	SIGNATURE
HEIGHT (cm)			
WEIGHT (kg)			
VISION	R		
	L		
ENT			
DENTAL			
GENERAL WELLNESS			
SPECIFIC REMARKS			

▼ Signature of the Parent / Guardian▼

▼ Signature of the Class Teacher▼



THE PLEDGE

India is my counti .

All Indians are my brothers and sister .

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of ;

I shall give my parents, teachers and elders respect
and treat everyone with courtesy

To my country and to my people I pledge my devotion.

In their well being and prosperity alone, lies my happiness

Jai Hind!

NATIONAL INTEGRATION SONG

Sare Jahan se Achha Hindustan Hamara, Hamara
Sare Jahan se achha.

Hum bul bulle hain iski, Yeh gulistan Hamara,
Hamara

Sare Jahan se achha.

Gurbath mey ho agar hum rahata hai dil Vatan mey
Samjho bahi hamey bhi, dil ho jahan Hamara,
Hamara

Sare Jahan se achha Hindustan Hamara, Hamara
Sare Jahan se achha

Paravat voh sabse ooncha humsaya aasaman ka
Voh santari Hamara, voh Pasban Hamara, Hamara

Sare Jahan se achha Hindustan Hamara, Hamara

Sare Jahan se achha.

Majahab Nahin sikhata aapas mey bair rakhana
Hindi hain hum vatan hai, Hindustan Hamara,
Hamara

Sare Jahan se achha Hindustan Hamara, Hamara
Sare Jahan se achha.

Sare Jahan se achha Hindustan Hamara, Hamara

- Dr. Muhammed Iqbal

NATIONAL ANTHEM

Jana-gana-mana-adhinayaka jaya he
 Bharata-bhagya-vidhata
 Panjaba-Sindhu-Gujarata-Maratha
 Dravida-Utkala-Banga
 Vindhya-Himachala-Yamuna-Ganga
 uchchala-jaladhi-taranga
 Tava Subha name jage, tave subha asisa mage,
 gahe tava jaya-gatha.
 Jana-gana-mangala-dayaka jaya he
 Bharata-bhagya-vidhata.
 Jaya he, Jaya he, Jaya he,
 jaya jaya jaya jaya he.

கொடி பாடல்

தாயின் மனிக்கொடி பாரீர் - அதைத்
 தாழ்ந்து பணிந்து புகழிந்திட வாரீர்
 தாயின் மனிக்கொடி பாரீர்
 ஒங்கி வளர்ந்துதோர் கம்பம் - அதன்
 உச்சியின் மேல் வந்தே மாதர - மென்ற
 பாங்கி னேழுதித்திகழும் - செய்
 பட்டோளி வீசிப் பறந்தது பாரீர் !
 தாயின் மனிக்கொடி பாரீர் - அதைத்
 தாழ்ந்து பணிந்து புகழிந்திட வாரீர்
 தாயின் மனிக்கொடி பாரீர்

- மகாகவி, பாரதியர்

தமிழ்த்தாய் வாழ்த்து

நீராருங் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
 சீராரும் வகனவிமனத் திகழ் பரதக் கண்டமிதில்
 தெக்கணமூம் அதிற்சீரந்த திராவிட நல் திருநாழும்
 தக்கசீறு பிறைநுதலும் துரித்தநறுந் தீகைமுமே
 அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
 எத்திசையும் புகழ்மனக்க இருந்தபெருந்
 தமிழனாஸ்கே !
 தமிழனாஸ்கே !
 உன் சீரிளமைத் திறம் வியந்து செயல்மறந்து
 வாழ்த்துதுமே !
 வாழ்த்துதுமே !
 வாழ்த்துதுமே !

- மனோன் மனமிம் சுந்தரம் பிள்ளை



SCHOOL PRAYER

Dear God,

Make our school a place of laughter and fun

A place where we all learn as one

Make our school a place of friendship and love

A place where we learn to rise above

Make our school a haven of care

A place where we learn to dream and dare

We thank you for our lovely teachers, our caregivers and our parents

We thank you for our Mother Earth, for this great country and heritage

Bless our beautiful school, our temple of learning and our second home.

Thank you

SCHOOL SONG

Our hearts beat for our VMPS where our friendship thrives.

Growing up as messengers of world peace our chests are filled with pride.

Humanity, integrity instilled in our values. Spiritually, positivity rises from deep within us.

Vikas Mantra School will be forever our second home.

VMPS is our second home.

Our journey starts with a single step, Marching with our heads held high.

We are the torch bearers of mankind, Leading the race with stride

Humanity, integrity instilled in our values. Spiritually, positivity rises from deep within us.

Vikas Mantra School will be forever our second home.

VMPS is our second home.

மனதில் உறுதி வேண்டும்
வாக்கினிலே கிணமை வேண்டும்
நினைவு நல்லது வேண்டும்
எந்றால்கினப் பொருள் கைப்பட வேண்டும்
மனதில் உறுதி வேண்டும்
கண் திறந்து வேண்டும்
காரியத்தில் உறுதி வேண்டும்
பெண் விடுதலை வேண்டும்
பொயிகடவுள் காக்க வேண்டும்
வானகமிக்கு தென்பட வேண்டும்
உண்மை நின்றிட வேண்டும்
ஓம் ! ஓம் ! ஓம் !

- மகாகவி பாரதியார்



SCHOOL HOURS (MON-FRI)

PRE KG	08.20 AM TO 12.30 PM
JUNIOR KG & SENIOR KG	08.20 AM TO 03.00 PM
CLASS I - XII	08.20 AM TO 03.30 PM

MONDAY TO FRIDAY (CLASS I - XII)

REPORTING	08.20 AM
ASSEMBLY	08.25 AM – 08.40 AM
1 ST PERIOD	08.40 AM – 09.25 AM
2 ND PERIOD	09.25 AM – 10.10 AM
BREAK	10.10 AM – 10.20 AM
3 RD PERIOD	10.20 AM – 11.05 AM
4 TH PERIOD	11.05 AM – 11.50 AM
LUNCH	11.50 AM – 12.20 PM
5 TH PERIOD	12.20 PM – 01.05 PM
6 TH PERIOD	01.05 PM – 01.50 PM
WATER BELL	01.50 PM – 02.00 PM
7 TH PERIOD	02.00 PM – 02.45 PM
8 TH PERIOD	02.45 PM – 03.30 PM
CLASS TEACHER & PRAYER BELL	03.30 PM – 03.35 PM
DISPERSAL	03.40 PM

SATURDAY (CLASS VI - XII)

REPORTING	08.20 AM
1 ST PERIOD	08.30 AM – 09.15 AM
2 ND PERIOD	09.15 AM – 10.00 AM
BREAK	10.00 AM – 10.10 AM
3 RD PERIOD	10.10 AM – 10.55 AM
4 TH PERIOD	10.55 AM – 11.40 AM
5 TH PERIOD	11.40 AM – 12.25 PM
CLASS TEACHER & PRAYER BELL	12.25 PM – 12.30 PM
DISPERSAL	12.35 PM



School Fee

I Term fees	22 nd to 27 th March of every year *(Tentative)	To be paid on or before 27 th March
II Term fees	1st August to 10th August of every year	To be paid on or before 10th August
III Term fees	1st December to 10th December of every year	To be paid on or before 10th December

Mode of Payment:

- Debit card
- Electronic transfer – NEFT/RTGS/NET BANKING /GPAY
- Through ERP.



DETAILS

ACCOUNT NAME : VIKAS MANTRA PUBLIC SCHOOL
ACCOUNT NUMBER : 110048282279
BANK : CANARA BANK
BRANCH : SME PERUNGUDY BRANCH
IFSC CODE : CNRB0002617

- Do pay the fees within fifteen days of the mentioned last DOP inorder to avoid late fees.

WITHDRAWALS

- Application for Transfer Certificate if sought in the middle of an Academic Session, should be given in writing to the Principal undersigned by both the parents of the pupil. A minimum of 3 working days are required for the issue of the Transfer Certificate.
- A pupil who thus intends to leave the school should clear all the fee dues towards the school before taking T.C.
- Once the TC is issued to a student his/her name would be off the rolls. If she/he wishes to rejoin it would be treated as a fresh application and would have to go through the admission process.

ATTENDANCE AND PUNCTUALITY

Parents are requested to ensure 100% regularity of their ward and minimum of 80% attendance to avoid review of enrolment.

- The Leave Record column in the Almanac to be duly filled and submitted either prior or after to the Class Teacher whenever a leave is taken.
- If the leave is sudden/unexpected then either mail to info@vikasmantra.org or send a leave letter stating the cause and days of leave taken.
- In case of absence due to sickness, a medical certificate must be produced on the day of re-joining the school.
- The school will not stand responsible for the loss of leave letters sent through friends, relatives, drivers and bus attendants.
- Attendance will be taken by 8.45 am for the morning session. Students reporting later will be marked absent for the morning session.
- Students with 100% attendance will be rewarded.
- Late Attendance will be marked in the Almanac and the parents are expected to sign without fail. Third late may have the parent being asked to meet the authority in the school to avoid further action.
- For students whom the lunch is being delivered at noon, do leave it at the appointed counter before 11.50 am. Delivering the lunch late disrupts the schedule of the student/ward and at times embarrassingly so.



RULES OF CONDUCT AND DISCIPLINE

- School begins with the Morning Assembly and students must be present for it on time.
- Every student must have an Almanac and it must be brought to school every day.
- No remark, once written in the Almanac, can be cancelled by anyone other than the Principal.
- Every student must possess an identity card issued by the school.
- No student will be allowed to leave the school campus during school hours, without proper authorization.
- Students are to address their teachers and all members of the school staff with due respect and politeness.
- On their way to and from school, students must behave in a courteous manner.
- The medium of communication at school is english and students should necessarily do so except in the language periods.
- Students are not allowed to bring two - wheelers to school. Expensive and fancy electronic gadgets (cell phones, watches, calculators, music devices, tablets etc.) cannot be brought to school.
- Any damage to school property is to be made good by the student concerned.
- Students are responsible for the safe custody of their own books and belongings. Each article should be marked/labelled with the student's name.
- Every student attending school is obliged to take part in the co - curricular activities organized by the school.
- Hair style for boys to be close-cropped or short hair. Avoid tonsure unless for medical reasons or any religious purpose.
- Stylish haircuts are not permitted.
- Girls with long hair to wear two plaits or a pony tail if short (shoulder length).
- Hair to be maintained neat and tidy, at all times.
- Hair band or head band if used should only be of black colour. Avoid coloured hair bands or clips and beads etc.
- All boys to wear vest underneath the shirt and T shirt and girls to wear slips essentially under their blouse and T shirt.
- Avoid wearing gold jewellery or any such expensive accessories.
- Students to avoid wearing dangling earring, bangles, bracelets and fingerings.
- Students should report to school in uniform as per the Timetable.
- Regular uniform to be worn on all days except on the day when there is PT in the Timetable. On such day students to wear sports T-Shirt and tracks with sports shoe. On day with timetable comprising of coscholastic activities like yoga, Taichi, dance and club activities the school T-Shirt (Maroon) should be worn with tracks and sports shoe.
- Id card is a must on all days and with all uniforms. Likewise a student should carry his/her Almanac on all days to school.
- Adorning dresses for birthday is allowed only in the classes of kindergarten and primary (Grade 1-5). Students of classes VI - XII to wear appropriate uniform of the day.



FOR PARENTS / GUARDIANS

- The support and collaboration of parents is indispensable for the success of the process of education carried out by the school. Parents' POSITIVE CO - OPERATION with the school is absolutely essential for the constructive upbringing of their child. They are strongly exhorted to do as follows.
- Urging your ward/s to be regular and punctual in attendance.
- Checking the Almanac and school's portal on a regular basis.
- Guiding your ward/s to be diligent with their homework and also insisting on neatness and cleanliness in maintaining their text books, note books as well as in their personal appearance too.
- Regularly meeting the Principal / Academic Coordinator and Teachers to know and discuss the progress of your ward/s.
- Monitoring the student learning through Periodical Reports, and the Report Card, will keep parents / guardians informed of the progress of their child.

Timings to visit the school to meet

Principal	By prior call to PRO	10.00am – 11.00am	Any day
Co-ordinator	By prior call to PRO	03.45pm – 4.30pm	On Tuesday & Thursday
Teacher	By prior call to PRO	03.45pm – 4.30pm	On Wednesday

- Parents/guardians, threatening the school through various methods, levelling malicious or false allegations or spreading rumours or giving false information which tends to bring into disrepute the school or its employees, or spreading panic among them, might result in the issue of a Transfer Certificate to their child.
- Negative/wrong/non - constructive publicity caused by any student/parent towards school/ teacher /employee/ student of the school can lead to a dismissal of the inciting student.
- Admittance into the school premises is at the sole discretion of the School authorities. School reserves to itself the right to refuse admission without assigning any reason, whatsoever.
- School campus is tobacco free and a non - smoking zone at all times.
- Exemplary behaviour is expected from all persons/visitors while in the school campus at all times.
- When coming to drop / pick - up children or coming to school for any purpose, parents and accompanying persons should be decently and appropriately dressed.
- All communication with the school to be addressed to the Principal.
- Students are not allowed to carry any digital or electronic devices to the school. Any student found with such device will have them confiscated. In an event of suspicion of any inappropriate material or a device, we reserve the right to open and check the device. In such case the student has to divulge the password/key to unlock the device/material on enquiry by the Principal/Discipline Committee.
- No exchange of gifts among/for students is permitted in the school in any event.



RULES FOR THE LIBRARY

- Reading is an important means of gaining knowledge, building language skills, and of enjoyment. The Librarian/ Home Room Teacher teaches the science of teaching reading and storytelling through structured reading sessions, assignments, training courses and assessments.
- Strict silence and order is to be observed by all students in the library.
- A student must be in school uniform and in possession of the school identity card to enter the library.
- All articles and personal belongings must be left outside when entering the library. Only an exercise book and the library book, (if to be returned), may be taken into the library.
- Reference Books are not to be taken out of the library. They may remain available in the library to all students at all times.
- Before leaving the library every student must self-submit the books borrowed during the period.
- All magazines, reference book or books used while in the library must be recorded for library and placed back in the proper slot, after reading.
- Books lost has to be essentially replaced by the borrower.
- Students are encouraged to visit and read in the library during recess, for personal growth and knowledge enhancement.
- Birthday celebration at school can be made memorable forever by presenting book/s to the school library.

RULES FOR THE COMPUTER LABORATORY

- The computer is an electronic instrument which is mastered through instruction and operation.
- The computer is also a delicate and expensive machine. Damages must be paid for, by the student involved. Report immediately any kind of defect or damage so that prompt remedial action can be taken.
- Students are not permitted to surf the internet at school without the permission of the teacher.
- Computer time is precious, DO NOT waste it.

RULES FOR THE SCIENCE LABORATORIES OF THE SCHOOL:

- Student must be in the school uniform to be allowed entry to the lab.
- The presence of a teacher or supervisor is a must when in lab. No student is allowed to work alone in any of the labs.
- Student should avoid attempt to take any chemicals or experiments out of the laboratory premises.
- In case of spillage, breakage or injury student should report to the teacher instantly.
- Stay calm and focussed in the laboratory. Avoid boisterous behaviour.
- Students to wash their hands with liquid soap and water before leaving the laboratory.



ATTITUDE TO TEACHERS

- Respect every teacher of the school irrespective of if she/he teaches you. Be grateful towards those who taught you in the past. Show your teachers those evident signs of reverence to which they are entitled, such as greeting them whenever you meet them.
- Be convinced that your teachers deeply feel their serious obligation of promoting your welfare in the best way they possibly can and that, in advising, commanding and correcting you, they have nothing else in view, but your own good.
- After piety, study is most praiseworthy. Therefore, your first obligation must consist in doing the tasks assigned to you by your teachers.
- Always rise and greet when your teachers enter the class and again raise and thank when they leave the classroom. In case teacher is delayed in reaching classroom, do not make any noise, instead be seated in your places in silence, reviewing your and preparing for the class to commence.
- During class, avoid whispering or interrupting.
- Let your participation in the class be a meaningful contribution.

ATTITUDE TO SCHOOL MATES

- Never make fun of those who are lagging in their studies or have a difficulty in grasping their lessons. Let there be no ridiculing of anyone on account of physical defect. What you laugh at or despise in others, may someday befall you.
- Gladly help one another at recreation; make no distinction in the choice of your companions. Let no one be slighted in any game and let there be no selfishness. If there be need to make a sacrifice for the sake of the team, let it be made cheerfully.
- When you are asked by a superior regarding the conduct of some of your companions, answer to the best of your knowledge especially when it is matter of preventing or remedying some evil. To remain silent would not be beneficial to your companion and would be offensive to God. Always avoid exaggeration and speak truthfully.
- Cultivate the ability to understand what others are feeling. This will enable you to get on with others. Empathy is essential for developing good relationship in personal life and at all places.

BEHAVIOUR AT SCHOOL

- To write or draw on the chalk board (except when called upon to do so), to write offensive words, to soil walls or maps desks or anything else, are absolutely to be avoided.
- Take great care of your text-books, note books and other belongings. Beware of appropriating your neighbors property, even if it be the smallest thing. Should you find a lost article, give it at once, to the Teacher/Academic Coordinator/Principal.
- Keep the classroom floor clean, avoid littering or ink splashing. Cleanliness and purity of soul are reflected by a clean and neat exterior. Hence keep your classroom clean and tidily organised.
- Speak well of your mates, or of management of the school.
- Everyone is perfectly free to remain or not to remain in the school.
- Always speak well of your school and of your teachers.
- Performances on the school stage/platform are organised/conducted for your instruction and entertainment. They should help to evolve fine qualities of your heart and mind.
- Attend all performances cheerfully and be grateful to your superiors for such opportunities.
- Do not ridicule any one for his/her mistakes or awkwardness. When the curtain is down or at the end of a performance, applaud generously but not boisterously.
- Be civil even when things have not been according to your taste or as perfect as you expected them to be.
- Speak well of all, think well of all, do good to all.



DISCIPLINE GUIDELINES – WHILE TRAVELING IN SCHOOL BUS

- No part of the student's body (arms, head etc.) should be held out of an open window of the school bus at any time.
- Objects should never be thrown within the bus or out of its window.
- Students must strictly avoid moving from seat to seat while the bus is in motion.
- Students are not allowed to stand and travel.
- Students are not permitted to reserve seat for themselves or for their friends
- There is to be no drinking or eating while the bus is on move
- The upholstery of the bus should not be damaged or marked in any way
- Shouting / quarrelling / fighting is not permitted on the bus
- Students aboard a bus should obey the "Instruction & Guidance of the Bus Driver and Bus attendant".

ATTENDANCE AND LEAVE OF ABSENCE

- The application for leave should be made on the pages specified in the school calendar.
- For every absence, a written statement signed by the parent/guardian is required on the day the pupil returns. If the student is absent for more than 5 days continuously for reasons of ill - health, a certificate from a doctor is required stating illness and fitness.
- Students will not be allowed to leave the school early unless the parent / guardian presents a written note to the office.
- A student requiring leave for any part of the day on account of sudden illness or such unavoidable circumstances should obtain the permission of the Principal before leaving the school. The absence record duly signed by the parent/guardian should be submitted the next working day to the Class Teacher.
- Attendance on the first day of school after vacation is mandatory.
- Any unscheduled holidays will be made good by the school according to the days available.

MEDICAL EMERGENCIES

- In case of any medical emergency arising during school hours for any child, the school will provide the needed first aid within the campus and the In - House Nurse will inform the parents about the same. Further steps will be taken only after seeking the necessary consent from the parents. If your child is prescribed any regular medicine to be taken during school hours we request you to kindly inform the school nurse and the class teacher about the same and also submit a letter and the prescription from the doctor.

TRANSPORT SYSTEM

- The school operates buses to "pick" and "drop" children at specific points, covering a radius of 20kms from the school. Moderate charges have been worked out location/ distance wise and the charges for using the transport are to be paid in instalments on appointed dates along with the tuition fee every term.



		April 2024	Working Days
1	Monday		
2	Tuesday	WORLD AUTISM AWARENESS DAY	
3	Wednesday		
4	Thursday	SCHOOL REOPENS (FOR PRE KG – IX)	1
5	Friday		2
6	Saturday	WORKING DAY ONLY FOR CLASS X & XII / PARENT ORIENTATION KG – IX (NEW ADMISSIONS ONLY)	3
7	Sunday	WORLD HEALTH DAY	HOLIDAY
8	Monday		4
9	Tuesday	TELUGU NEW YEAR	HOLIDAY
10	Wednesday	IDUL FITR	HOLIDAY
11	Thursday		5
12	Friday	INTER HOUSE TAMIL LITERACY COMPETITION I -IX	6
13	Saturday		HOLIDAY
14	Sunday	AMBEDKAR JAYANTHI / TAMIL NEW YEAR	HOLIDAY
15	Monday		7
16	Tuesday		8
17	Wednesday		9
18	Thursday		10
19	Friday		11
20	Saturday	WORKING DAY FOR CLASS VI – X & XII	12
21	Sunday	MAHAVIR JAYANTHI	HOLIDAY
22	Monday	INTERNATIONAL MOTHER EARTH DAY	13
23	Tuesday	WORLD BOOK A COPY RIGHT DAY	14
24	Wednesday	LAST WORKING DAY	15
25	Thursday	SUMMER BREAK STARTS / SUMMER CLASSES COMMENCES / WORLD MALARIA DAY	(1)
26	Friday	WORLD INTELLECTUAL PROPERTY DAY	(2)
27	Saturday		HOLIDAY
28	Sunday		HOLIDAY
29	Monday		(3)
30	Tuesday		(4)
		TOTAL NO OF WORKING DAYS = 15	



		May 2024	Working Days
1	Wednesday	MAY DAY	HOLIDAY
2	Thursday		HOLIDAY
3	Friday		HOLIDAY
4	Saturday		HOLIDAY
5	Sunday		HOLIDAY
6	Monday		HOLIDAY
7	Tuesday		HOLIDAY
8	Wednesday		HOLIDAY
9	Thursday		HOLIDAY
10	Friday		HOLIDAY
11	Saturday	SUMMER CLASS ENDS	HOLIDAY
12	Sunday		HOLIDAY
13	Monday		HOLIDAY
14	Tuesday		HOLIDAY
15	Wednesday		HOLIDAY
16	Thursday		HOLIDAY
17	Friday		HOLIDAY
18	Saturday		HOLIDAY
19	Sunday		HOLIDAY
20	Monday		HOLIDAY
21	Tuesday		HOLIDAY
22	Wednesday		HOLIDAY
23	Thursday		HOLIDAY
24	Friday		HOLIDAY
25	Saturday		HOLIDAY
26	Sunday		HOLIDAY
27	Monday	REOPENING FOR CLASS X & XII	1
28	Tuesday		2
29	Wednesday		3
30	Thursday		4
31	Friday		5
		TOTAL NO OF WORKING DAYS = 5	



		June 2024	Working Days
1	Saturday	WORKING DAY FOR CLASS X & XII	1
2	Sunday		HOLIDAY
3	Monday	REOPENING FOR CLASSES I – IX	2
4	Tuesday		3
5	Wednesday	WORLD ENVIRONMENT DAY	4
6	Thursday	REOPENING DAY FOR KINDERGARTEN & CLASS XI	5
7	Friday		6
8	Saturday	WORKING DAY FOR CLASSES VI – X & XII	7
9	Sunday		HOLIDAY
10	Monday		8
11	Tuesday		9
12	Wednesday	WORLD DAY AGAINST CHILD LABOUR	10
13	Thursday		11
14	Friday	WORLD BLOOD DONOR DAY/[INTER HOUSE GREETING CARD MAKING DAY FOR CLASSES I – V]	12
15	Saturday	HOLIDAY	HOLIDAY
16	Sunday	FATHER'S DAY	HOLIDAY
17	Monday	BAKRID / EID AL ADAH	HOLIDAY
18	Tuesday	INTER HOUSE HANDWRITING COMPETITION FOR VI – VIII	13
19	Wednesday	INTER HOUSE CALLIGRAPHY COMPETITION FOR IX – XII	14
20	Thursday		15
21	Friday	INTERNATIONAL DAY OF YOGA / WORLD MUSIC DAY	16
22	Saturday	WORKING DAY FOR CLASSES VI – XII	17
23	Sunday		HOLIDAY
24	Monday	PTI COMMENCES FOR CLASSES I – X, UT I FOR CLASS XII	18
25	Tuesday	INTER HOUSE ELOCUTION COMPETITION FOR KG	19
26	Wednesday		20
27	Thursday		21
28	Friday	KG CONCEPT DAY	22
29	Saturday	HOLIDAY	HOLIDAY
30	Sunday		HOLIDAY
TOTAL NUMBER OF WORKING DAYS = 22			



		July 2024	Working Days
1	Monday		1
2	Tuesday	UTI & PTI ENDS	2
3	Wednesday		3
4	Thursday		4
5	Friday	UTI COMMENCES FOR XI / [RELEASE OF PT I & UT I RESULT]	5
6	Saturday	PTM FOR CLASS I – X & XII	6
7	Sunday		HOLIDAY
8	Monday	SELECTION TRIALS COMMENCES (DAY 1 - BOYS)	7
9	Tuesday	(DAY 2 – BOYS & GIRLS)	8
10	Wednesday	STUDENT COUNCIL (DAY 3 – GIRLS) INVESTITURE CEREMONY	9
11	Thursday	WORLD POPULATION DAY / FIELD TRIP FOR CLASS IV	10
12	Friday	MALALA DAY/ INTERHOUSE PAPER BAG MAKING DAY (I – V) FIELD TRIP FOR CLASS VIII	11
13	Saturday	PTM FOR KG & CLASS XI / WORLD YOUTH SKILLS DAY	12
14	Sunday		HOLIDAY
15	Monday	KAMARAJAR BIRTHDAY	13
16	Tuesday	FIELD TRIP FOR CLASSES I & VII	14
17	Wednesday	MUHARRAM	HOLIDAY
18	Thursday	NELSON MANDELA DAY / FIELD TRIP FOR CLASS V / INTER HOUSE POSTER MAKING DAY (FOR CLASSES VI – IX & XI)	15
19	Friday	KG MILLETS / BREAK FAST DAY/ FIELD TRIP FOR CLASS II	16
20	Saturday		HOLIDAY
21	Sunday		HOLIDAY
22	Monday		17
23	Tuesday	FIELD TRIP FOR CLASS VI	18
24	Wednesday	FIELD TRIP FOR CLASS IX & XI	19
25	Thursday	INTERHOUSE CREATIVE WRITING COMPETITION – VI – VIII / INTERHOUSE ESSAY WRITING COMPETITION FOR CLASSES IX & XI	20
26	Friday	FIELD TRIP FOR CLASS III / KARGIL VIJAY DIWAS	21
27	Saturday	WORKING DAY FOR CLASSES VI – XII	22
28	Sunday		HOLIDAY
29	Monday	KG CONCEPT DAY	23
30	Tuesday	INTERNATIONAL DAY OF FRIENDSHIP/INTERHOUSE JEWELLERY MAKING COMPETITION FOR CLASSES III - V	24
31	Wednesday	FIELD TRIP FOR PRE KG	25
TOTAL NUMBER OF WORKING DAYS = 25			



August 2024			Working Days
1	Thursday	FIELD TRIP FOR SR. KG	1
2	Friday	FIELD TRIP FOR JR. KG / INTRAMURALS BEGINS	2
3	Saturday		HOLIDAY
4	Sunday		HOLIDAY
5	Monday	PT II / UT II COMMENCES CLASSES I - XII	3
6	Tuesday		4
7	Wednesday	NATIONAL HANDLOOM DAY	5
8	Thursday		6
9	Friday	INTER HOUSE VOLLEY BALL COMPETITION	7
10	Saturday	WORKING DAY FOR CLASSES VI – XII	8
11	Sunday		HOLIDAY
12	Monday	INTERNATIONAL YOUTH DAY [PT II & UT II ENDS]	9
13	Tuesday	INTERHOUSE FANCY DRESS DAY CLASSES I & II	10
14	Wednesday	INTERHOUSE ART COMPETITION - CLASSES III - V / KG RAMP WALK	11
15	Thursday	INDEPENDENCE DAY (INTER HOUSE CULTURAL CLASSES VI TO IX & XI)	12
16	Friday		13
17	Saturday	WORKING DAY FOR CLASSES VI – XII [RELEASE OF PT II & UT II RESULTS]	14
18	Sunday		HOLIDAY
19	Monday	WORLD HUMANITARIAN DAY / WORLD PHOTOGRAPHY DAY	15
20	Tuesday		16
21	Wednesday		17
22	Thursday		18
23	Friday	KG CELEBRATION OF JANMASHTAMI	19
24	Saturday	ANNUAL SPORTS MEET (CLASSES I – XII)	20
25	Sunday		HOLIDAY
26	Monday	JANMASHTAMI	HOLIDAY
27	Tuesday		21
28	Wednesday		22
29	Thursday	KG CONCEPT DAY	23
30	Friday		24
31	Saturday	WORKING DAY FOR CLASSES VI – XII	25
TOTAL NUMBER OF WORKING DAYS = 25			



		September 2024	Working Days
1	Sunday		HOLIDAY
2	Monday		1
3	Tuesday	INTERHOUSE RECITATION (CLASSES I – V)	2
4	Wednesday	CLAY MODELLING DAY FOR KG	3
5	Thursday	TEACHER'S DAY	4
6	Friday	INTERHOUSE ELOCUTION COMPETITION VI – XII	5
7	Saturday	GANESH CHATURTHI	HOLIDAY
8	Sunday	INTERNATIONAL LITERACY DAY	HOLIDAY
9	Monday		6
10	Tuesday		7
11	Wednesday	REVISION FOR TERM I BEGINS	8
12	Thursday		9
13	Friday		10
14	Saturday	WORKING DAY FOR CLASSES VI – XII	11
15	Sunday	HINDI DAY / ENGINEER'S DAY	HOLIDAY
16	Monday	EID – E- MILAD	HOLIDAY
17	Tuesday	ONAM / KG FLORAL CARPET DAY	12
18	Wednesday		13
19	Thursday		14
20	Friday	TERM I ASSESSMENT BEGINS	15
21	Saturday	WORKING DAY FOR CLASSES I – XII / INTERNATIONAL DAY OF PEACE	16
22	Sunday		HOLIDAY
23	Monday		17
24	Tuesday		18
25	Wednesday	KINDERGARTEN ASSESSMENT BEGINS	19
26	Thursday		20
27	Friday	WORLD TOURISM DAY	21
28	Saturday	WORKING DAY FOR CLASSES VI – XII / GRAND PARENT'S DAY FOR KG	22
29	Sunday	WORLD HEART DAY	HOLIDAY
30	Monday		23
TOTAL NUMBER OF WORKING DAYS = 23			



		October 2024	Working Days
1	Tuesday	INTERNATIONAL DAY OF THE OLDER PERSONS	1
2	Wednesday	GANDHI JAYANTHI / INTERNATIONAL DAY OF NON – VOILENCE	HOLIDAY
3	Thursday		2
4	Friday	TERM I ENDS	3
5	Saturday	WORLD TEACHER'S DAY / WORKING DAY CLASS X & XII / SCHOOL BREAKS FOR POOJA HOLIDAY KG – IX & XI	HOLIDAY
6	Sunday		HOLIDAY
7	Monday	WORLD HABITAT DAY / WORKING DAY CLASS X & XII	4
8	Tuesday	WORKING DAY CLASS X & XII	5
9	Wednesday	WORLD POST DAY / WORKING DAY CLASS X & XII	6
10	Thursday	WORLD MENTAL HEALTH DAY / WORKING DAY CLASS X & XII	7
11	Friday	AYUTHA POOJA	HOLIDAY
12	Saturday	MAHANAWAMI DAY / DUSSEHRA	HOLIDAY
13	Sunday	VIJAYADASHMI DAY	HOLIDAY
14	Monday	TERM II BEGINS	8
15	Tuesday		9
16	Wednesday	WORLD FOOD DAY / KG SALAD DAY (FRUITS & VEGETABLES)	10
17	Thursday		11
18	Friday	TERM I RESULT RELEASE FOR CLASSES I – XII / PTM FOR CLASS X & XII	12
19	Saturday	PTM FOR CLASS I – IX & XI	13
20	Sunday		HOLIDAY
21	Monday		14
22	Tuesday		15
23	Wednesday		16
24	Thursday	UNITED NATION'S DAY / SCHOOLS EDUCATIONAL TRIP	17
25	Friday		18
26	Saturday	PTM FOR KINDERGARTEN / WORKING DAY FOR CLASSES X & XII	19
27	Sunday		HOLIDAY
28	Monday	KG CONCEPT DAY	20
29	Tuesday	INTER HOUSE CRICKET COMPETITION	21
30	Wednesday	KG - DIWALI CELEBRATION DAY	22
31	Thursday	DIWALI	HOLIDAY
TOTAL NUMBER OF WORKING DAYS = 22			



		November 2024	Working Days
1	Friday		1
2	Saturday		HOLIDAY
3	Sunday		HOLIDAY
4	Monday		2
5	Tuesday		3
6	Wednesday	SCHOOL'S GOT TALENT (DAY -1)	4
7	Thursday	SCHOOL'S GOT TALENT (DAY – 2)	5
8	Friday	SCHOOL'S GOT TALENT (DAY – 3) VALEDICTORY	6
9	Saturday	WORKING DAY FOR CLASSES VI – XII	7
10	Sunday	WORLD SCIENCE DAY FOR PEACE & DEVELOPMENT	HOLIDAY
11	Monday	ROAD SAFETY WEEK @ VMPS	8
12	Tuesday		9
13	Wednesday	WORLD KINDNESS DAY	10
14	Thursday	CHILDREN'S DAY / WORLD DIABETES DAY	11
15	Friday	REVISION EXAM FOR X & XII	12
16	Saturday	HOLIDAY	HOLIDAY
17	Sunday	WORLD REMEMBARANCE DAY FOR ROAD TRAFFIC VICTIMS	HOLIDAY
18	Monday	LIBRARY WEEK @ VMPS	13
19	Tuesday		14
20	Wednesday	KG INTERHOUSE FINE MOTOR COMPETITION	15
21	Thursday		16
22	Friday		17
23	Saturday	WORKING DAY FOR CLASSES VI – XII	18
24	Sunday		HOLIDAY
25	Monday		19
26	Tuesday	INTERHOUSE BASKET BALL CHAMPIONSHIP	20
27	Wednesday	PRACTICAL EXAM FOR CLASS XII	21
28	Thursday	KG CONCEPT DAY	22
29	Friday		23
30	Saturday		HOLIDAY
TOTAL NUMBER OF WORKING DAYS = 23			



December 2024			Working Days
1	Sunday	WORLD AIDS DAY	HOLIDAY
2	Monday		1
3	Tuesday		2
4	Wednesday		3
5	Thursday	WORLD SOIL DAY	4
6	Friday	INTERHOUSE CHRISTMAS TREE MAKING COMPETITION – CLASSES VI – XII	5
7	Saturday	WORKING DAY FOR CLASSES VI – XII	6
8	Sunday		HOLIDAY
9	Monday	INTERNATIONAL ANITICORRUPTION DAY	7
10	Tuesday	HUMAN RIGHTS DAY	8
11	Wednesday	PT III COMMENCES FOR CLASSES I – X & UT 3 FOR CLASSES XI & XII	9
12	Thursday		10
13	Friday		11
14	Saturday		HOLIDAY
15	Sunday		HOLIDAY
16	Monday	CLASS PHOTO (KG & PRIMARY)	12
17	Tuesday	CLASS PHOTO (MIDDLE SCHOOL & SENIOR SCHOOL)	13
18	Wednesday		14
19	Thursday	INTERHOUSE THROWBALL COMPETITION / PT III ENDS	15
20	Friday	INTERNATIONAL HUMAN SOLIDARITY DAY / CHRISTMAS CELEBRATION	16
21	Saturday	WORKING DAY FOR CLASSES VI – XII	17
22	Sunday	SCHOOL CLOSES FOR WINTER VACATION	HOLIDAY
23	Monday	WORKING DAY FOR CLASSES X & XII	18
24	Tuesday		HOLIDAY
25	Wednesday	CHRISTMAS	HOLIDAY
26	Thursday	WORKING DAY FOR CLASSES X & XII	19
27	Friday	WORKING DAY FOR CLASSES X & XII	20
28	Saturday	WORKING DAY FOR CLASSES X & XII	21
29	Sunday		HOLIDAY
30	Monday	WORKING DAY FOR CLASSES X & XII	22
31	Tuesday		HOLIDAY
TOTAL NUMBER OF WORKING DAYS = 22			



		January 2025	Working Days
1	Wednesday	NEW YEAR'S DAY	HOLIDAY
2	Thursday	SCHOOL REOPENS	1
3	Friday	PRE-BOARD I COMMENCES FOR CLASSES X & XII	2
4	Saturday	WORKING DAY FOR CLASSES VI – XII	3
5	Sunday		HOLIDAY
6	Monday		4
7	Tuesday		5
8	Wednesday		6
9	Thursday		7
10	Friday	KG'S RHYME FEST /INTERHOUSE CRAFT COMPETITION FOR CLASSES I – V	8
11	Saturday	WORKING DAY FOR CLASSES VI – XII / INTERHOUSE CLAYPOT PAINTING COMPETITION FOR VI – XII	9
12	Sunday		HOLIDAY
13	Monday	BHOGI / PONGAL CELEBRATION @ SCHOOL	10
14	Tuesday	PONGAL	HOLIDAY
15	Wednesday	THIRUVALLUVAR DAY	HOLIDAY
16	Thursday	UZHavar THIRUNAL	HOLIDAY
17	Friday		11
18	Saturday	WORKING DAY FOR CLASSES VI – XII	12
19	Sunday		HOLIDAY
20	Monday	PRE-BOARD II COMMENCES FOR CLASSES X & XII	13
21	Tuesday		14
22	Wednesday		15
23	Thursday		16
24	Friday		17
25	Saturday	ANNUAL DAY	18
26	Sunday	REPUBLIC DAY	HOLIDAY
27	Monday		19
28	Tuesday		20
29	Wednesday	MODEL EXAM FOR VI – VIII / REVISION EXAM FOR CLASS IX & XI	21
30	Thursday		22
31	Friday	INTERHOUSE EXTEMPORE COMPETITION VI – VIII / FAREWELL FOR CLASS XII	23
TOTAL NUMBER OF WORKING DAYS = 23			



February 2025			Working Days
1	Saturday		HOLIDAY
2	Sunday		HOLIDAY
3	Monday		1
4	Tuesday	WORLD CANCER DAY	2
5	Wednesday		3
6	Thursday		4
7	Friday		5
8	Saturday	KIDDIES SPORTS MEET	6
9	Sunday		HOLIDAY
10	Monday	MODEL EXAM FOR I – V / REVISION II FOR CLASSES VI – VIII / YEARLY ASSESSMENT COMMENCES FOR CLASS IX & XI	7
11	Tuesday		8
12	Wednesday		9
13	Thursday		10
14	Friday		11
15	Saturday	WORKING DAY FOR VI – VIII	12
16	Sunday		HOLIDAY
17	Monday		13
18	Tuesday		14
19	Wednesday		15
20	Thursday		16
21	Friday	INTERNATIONAL MOTHER LANGUAGE DAY / KG QUIZ COMPETITION	17
22	Saturday	WORLD SCOUTS DAY	HOLIDAY
23	Sunday		HOLIDAY
24	Monday		18
25	Tuesday	YEARLY ASSESSMENT ENDS IX & XI	19
26	Wednesday		20
27	Thursday	WORLD SUSTAINABLE ENERGY DAY / KG CONCEPT DAY	21
28	Friday	NATIONAL SCIENCE DAY / PROJECT DAY & EXHIBITION	22
TOTAL NUMBER OF WORKING DAYS = 22			



		March 2025	Working days
1	Saturday	STUDY HOLIDAY FOR CLASSES I - VIII / BOOK DISTRIBUTION FOR CLASSES X & XII	HOLIDAY
2	Sunday		HOLIDAY
3	Monday	SCHOOL OPENS FOR CLASSES X & XII / NATIONAL ANTHEM DAY/ YEARLY ASSESSMENT COMMENCES FOR CLASSES I – VIII / KG ASSESSMENT BEGINS	1
4	Tuesday		2
5	Wednesday		3
6	Thursday		4
7	Friday		5
8	Saturday	INTERNATIONAL WOMEN'S DAY / WORKING DAY FOR X & XII	6
9	Sunday		HOLIDAY
10	Monday		7
11	Tuesday		8
12	Wednesday		9
13	Thursday		10
14	Friday		11
15	Saturday	WORLD CONSUMER RIGHTS DAY / WORKING DAY FOR X & XII	12
16	Sunday		HOLIDAY
17	Monday		13
18	Tuesday		14
19	Wednesday	YEARLY ASSESSMENT ENDS	15
20	Thursday	INTERNATIONAL DAY OF HAPPINESS	16
21	Friday	WORLD FORESTRY DAY / KG ASSESSMENT ENDS	17
22	Saturday	WORLD WATER DAY / WORKING DAY FOR CLASSES X & XII / GRADUATION DAY FOR KG / RESULT RELEASE FOR CLASSES I – VIII	18
23	Sunday	WORLD METEROLOGICAL DAY	HOLIDAY
24	Monday		17
25	Tuesday		18
26	Wednesday		19
27	Thursday	WORLD THEATRE DAY / BOOK DISTRIBUTION – I *	20
28	Friday	BOOK DISTRIBUTION – II *	21
29	Saturday	HOLIDAY FOR CLASSES X & XII / BOOK DISTRIBUTION- III *	22
30	Sunday	TELUGU NEW YEAR	HOLIDAY
31	Monday	WORKING DAY FOR CLASSES X & XII	23
		Total Number of working Days = 23	

* TENTATIVE



TEACHERS AND PARENTS COMMUNICATION

Date	Remarks	Signature	Acknowledgement



TEACHERS AND PARENTS COMMUNICATION

Date	Remarks	Signature	Acknowledgement



TEACHERS AND PARENTS COMMUNICATION

Date	Remarks	Signature	Acknowledgement



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Date	Remarks	Signature	Acknowledgement



TEACHERS AND PARENTS COMMUNICATION

Date	Remarks	Signature	Acknowledgement



TEACHERS AND PARENTS COMMUNICATION

Date	Remarks	Signature	Acknowledgement





RECORD OF BOOKS READ IN LIBRARY





RECORD OF BOOKS READ IN LIBRARY





RECORD OF BOOKS READ IN LIBRARY





RECORD OF BOOKS READ IN LIBRARY



LATE ATTENDANCE RECORD

TERM - I

Date	By Minutes	Reason	Teacher's Signature	Parent's Signature



LATE ATTENDANCE RECORD

TERM - II

Date	By Minutes	Reason	Teacher's Signature	Parent's Signature



LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

PARENT SIGNATURE

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

PARENT SIGNATURE

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

PARENT SIGNATURE

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE



LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

PARENT SIGNATURE

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

PARENT SIGNATURE

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

PARENT SIGNATURE

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE



LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

PARENT SIGNATURE

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

PARENT SIGNATURE

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE

LEAVE LETTER

Name _____ Date of application : _____

Class & Sec: _____ Seeking leave from: _____ To: _____ Total.No.of. days: _____

Reason for leave: _____

TEST OR EXAM MISSED (If any): _____

PARENT SIGNATURE

CLASS TEACHER SIGNATURE

PRINCIPAL SIGNATURE



TIME TABLE 2024-25

Name of the Student: _____

Grade & Sec: _____

DAYS	1 ST PERIOD	2 ND PERIOD	3 RD PERIOD	4 TH PERIOD	5 TH PERIOD	6 TH PERIOD	7 TH PERIOD	8 TH PERIOD
08.25 AM TO 08.40 AM	08.40 AM TO 09.25 AM	09.25 AM TO 10.10 AM	10.10 AM TO 10.20 AM	10.20 AM TO 11.05 AM	11.05 AM TO 11.50 AM	11.50 PM TO 12.20 PM	12.20 PM TO 01.05 PM	01.05 PM TO 01.50 PM
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								

BREAK

LUNCH

BREAK

A S S E M B L Y

